

ACCIDENT INVESTIGATION

This class provides basic accident/incident investigation techniques and root cause analysis. It addresses both personal injury and motor vehicle accidents.

ASBESTOS AWARENESS

Information on asbestos, its various uses and forms, the health effects associated with exposure and the importance of wearing proper protective gear is discussed. The historical uses of asbestos and its status in industry today are also reviewed.

BLOODBORNE PATHOGENS

Any employee who may be exposed to blood or other potentially infectious materials is required to have this training. Participants will receive information about work site hazards, terminology, proper labeling, handling and disposal procedures and the Exposure Control Plan.

BOATER SAFETY

This course is designed for those state employees who operate water vessels for their agencies. Space is limited so attendees must register in advance at the number appearing by the Course Title.

BONDS, CRIMES AND OTHER EXPOSURES

This course is designed to help agencies better understand the Bonds and Crimes component of the Loss Prevention audit. It addresses such issues as applicable ORM insurance coverages, property control, fiscal control, business interruption, liability to others, workplace security and components of a written program.

CONFINED SPACE ENTRY

This course provides attendees with basic training on safety and health issues relative to Confined Spaces. Training address recognition and control of Confined Space hazards, entry permits and related emergencies.

DEVELOPING EFFECTIVE SAFETY MEETINGS

This course is designed to help agencies generate and keep interest in safety meetings. It will provide suggestions for developing timely and entertaining topics, how to increase attendance and how to get safety meeting information to those employees who are unable to attend.

DRIVER SAFETY

This course is offered primarily as an instructor course for those individuals in an agency who have been assigned the job of teaching defensive driver training to employees at that agency. Currently, the National Safety Council course called "Next Step Coaching" is being taught so that participants who successfully complete it are eligible to receive up to a 10 percent discount on their personal automobile insurance coverage. Under state law, only National Safety Council driver courses are acceptable for this 10 percent discount.

DRUG TESTING AND SUBSTANCE ABUSE

This training provides information about the state's drug testing laws and policies, test substances, general statistical data, recognition techniques and some guidelines for successful intervention.

ELECTRICAL SAFETY

This information will assist you in developing or improving upon the electrical maintenance program at your agency. Topics covered will include training, qualified and unqualified employees, deenergizing equipment, using portable equipment and personal protective equipment.

EMERGENCY PREPAREDNESS

This new class is designed to help you develop, implement, manage, update and maintain your agency's emergency preparedness plan. It will help you coordinate your efforts with emergency forces personnel, such as fire and law enforcement personnel, and will teach you about the different types of emergencies for which you need to be prepared, such as fire, bomb and weather emergencies.

EMPLOYMENT PRACTICE LIABILITY

This course is designed to help agencies initiate an employment practice liability loss prevention program that addresses sexual harassment, wrongful termination, discrimination, invasion of privacy, drug testing and more!

ERGONOMICS IN THE WORKPLACE

Ergonomics is the science of adapting the work to the worker. This class will help you identify potential ergonomic hazards by worksite analysis and understand how to correct them through control measures, employee training and workplace monitoring.

FIRE SAFETY

This course is designed to familiarize participants with applicable state fire protection laws, rules, fire codes, features of fire protection and licensing requirements. Participants will gain a better understanding of fire protection, their workplace fire safety responsibilities, and the State Fire Marshal's Office.

FORKLIFT SAFETY

Using a forklift can be dangerous to operators, those around them and to the cargo. This class will train new and veteran operators to use forklifts safely. Training will include information on how to avoid accidents by reviewing special situations as slippery surfaces, heavy traffic areas and loading docks. Hands on training is included.

FUNDAMENTALS OF BOILER OPERATIONS AND MAINTENANCE

This "operator oriented" class will be given by an instructor from the Hartford Steam Boiler Inspection and Insurance Company, which is the excess insurance carrier for the State's boiler and machinery equipment, and it is designed specifically for those individuals who are responsible for the operation, safety and maintenance of heating and industrial boilers at their State agency. Attendees will gain a thorough understanding of the operation, maintenance & testing requirements necessary for the safe and efficient boiler operations.

HANDTOOL TRAINING

This class covers the different types of tools and how to select and inspect each. It discusses the basic skills in hazard recognition and control plus the use, storage and maintenance requirements. Use the right tool for the job ...or the wrong tool for an injury.

HAZARD COMMUNICATIONS

This class is designed to educate employees on the importance and benefits of properly recognizing and safely working with hazardous materials. Topics include the hazards of chemicals; warning labels; MSDS; exposure situations; and hazard prevention.

HAZARDOUS MATERIALS

This class is designed to educate employees on the importance and benefits of properly recognizing and safely working with hazardous materials. Topics include the hazards of chemicals, warning labels, MSDS, exposure situations and hazard prevention and protection.

INDOOR AIR QUALITY

Participants will come away from this course with an understanding of how poor air quality impacts the workplace. They will learn prevention methods and how to identify and correct air quality problems. This course also addresses HVAC systems and building contaminants.

JOB SAFETY ANALYSIS (JSA)

This course teaches participants to minimize/eliminate hazards by identifying them with JSAs. Participants will learn how to break a job's performance into its basic parts (steps), and how to identify the key points of a job.

LAB SAFETY

This course is designed for those agencies with laboratories in them. It teaches participants how to safely manage, maintain and use these hazardous areas of the workplace.

LOCK OUT/TAG OUT

This course provides training in securing energy sources so that work can be performed on related equipment without risk of injury or shock. The course provides information on the proper lock out/tag out devices and methods so that this equipment cannot be inadvertently energized.

THE LOSS PREVENTION PROGRAM

This course provides an in depth overview of all six (6) sections of the State Loss Prevention Program with special emphasis on the annual audit. For those people seeking the Loss Prevention Associate's certification, this is a required course.

MATERIAL SAFETY DATA SHEETS (MSDS)

This course provides detailed information about these important documents that come with all hazardous and/or chemical products. This course provides information about the sheets, how to read them, where to store them and how to train applicable employees on them.

NEXT STEP COACHING (DRIVER SAFETY)

This training is offered as either an instructor course or as a training class for drivers. The statement appearing underneath "Next Step Coaching" indicates who is eligible to attend this class. This course replaces "Coaching the Experienced Driver II."

PREVENTING A HOSTILE WORK ENVIRONMENT

A hostile work environment serves no purpose and often interferes with the work an organization is

doing. A non-hostile environment starts with each one of us. It is essential that we learn what we can do in order to avoid such an environment. The prevention and elimination of harassment in the workplace is everyone's responsibility. LEARN what to do-DON'T become the next news headline or court case.

RESPIRATORY PROTECTION

The class covers the most recent advances in respirator technology, updated fit testing methods and more effective methods to use respirators. It will assist agencies in managing their respirator program and help employees use, maintain and store equipment properly.

SAFETY INSPECTIONS

This course is designed to teach attendees how to conduct workplace safety inspections, how to properly document these inspections and how to report problems noted in the inspection.

SAFETY MEETINGS

This course is designed to help agencies generate and maintain interest in safety meetings. It will provide suggestions for developing timely and entertaining topics, increasing attendance and getting safety meeting information to those employees unable to attend.

SAFETY MOTIVATION

This course is designed to help managers and supervisors get their employees to "buy into" the safety program. Although this class is designed for managers and supervisors, anyone can attend.

SECURITY AWARENESS

This course is designed to help agencies become more aware of security issues in light of the Sept. 11th incident and will focus on modifications to buildings to heighten the level of security awareness. This class is designed for those individuals who have duties pertaining to security, law enforcement, violence assessment, management, supervision and/or safety.

SUPERVISOR RESPONSIBILITY

This course was developed to give supervisory personnel training in the core courses they will need to comply with their responsibilities under the loss prevention program. This course covers Accident Investigation; Accident Reporting; Safety Meetings; Safety Inspections; JSAs; Training; and other related information supervisor's need to know.

TUBERCULOSIS

This course provides general information about this contagious air borne illness. Attendees will learn what it is, its symptoms, who's at risk, how it is spread, what the difference is between TB infection and disease, testing, and how to protect employees from it.

VIOLENCE IN THE WORKPLACE

This course is designed to assist agencies that are looking for help complying with Gov. Foster's recent order requiring all agency's to develop a violence awareness training program. Participants will learn how to recognize potential violence in the workplace and potentially violent behaviors. It will also teach some procedures designed to reduce violence in the workplace.

WORKPLACE THREATS

This is a new course that was developed to help agencies address many of the potential threats that employers now face. This course addresses biological threats; physical, electronic and psychological issues as well.